

Polk County Jail  
Policy and Procedures Manual

C. Safety and Security

**C-906 MINIMUM CONTROL POST ORDERS**

**Hours of Duty:**

**First Shift: 0600-1430**

**Second Shift: 1400-2230**

**Days:**

**Sunday through Saturday**

**Equipment:**

<b>Badge</b>	<b>Black Pen</b>
<b>Portable Radio</b>	<b>Handcuffs with case</b>
<b>Handcuff key</b>	<b>Name plate</b>
<b>Latex Gloves</b>	

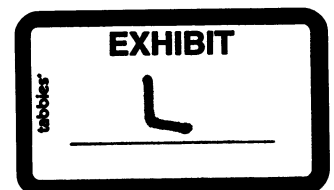
**GENERAL INSTRUCTIONS**

1. The Minimum Control Officer must report in full duty uniform.
2. Read and follow Minimum Control Officer post orders.
3. Complete logs and necessary reports before going off duty.
4. Know emergency evacuation procedures for the facility.
5. Inspect the condition of all jail equipment at that post.
6. Officers may deviate from general orders under emergency situations and/or at the direction of the shift supervisor or other command staff.
7. Times noted on the Post Orders are approximate and subject to change depending on availability of staff, security needs and exigent circumstances.
8. Read and follow jail and departmental policy and procedure.

**SCHEDULED DUTIES**

**First Shift: 0600-1430**

0600	Shift Briefing
0615	Shift change on post
	Assume control of pod from Master Control
	Read shift log on JMS
	Visually inspect Minimum Control area
	Wake-up/lights on
	Head count
0630	Breakfast trays in
0700	Breakfast trays out



	Medication delivery
0800	Cleaning supplies in (if needed)
	Meal count to kitchen
0830	Cleaning supplies out (if needed)
0845-0945	Operate pod controls as needed
	Cell check
1000-1100	Operate pod controls as needed
	Cell check
1100	Medication delivery
1200	Lunch trays in
1230	Lunch trays out
1230-1400	Operate pod controls as needed
	Cell check
1400	Prepare for shift change
1415	Exchange radio
	Head count
1430	Off duty

**Second Shift: 1400-2230**

1400	Shift Briefing
1415	Shift change on post
	Exchange radio
	Read shift log on JMS
	Visually inspect Minimum Control area with off-going officer
	Head count
1445	Meal count to kitchen
1500-1600	Operate pod controls as necessary
	Cell check
1600	Medication delivery
	Cell check
1700	Dinner trays in
1730	Dinner trays out
1800-2100	Operate pod controls as necessary
	Cell check
2100	Medication delivery
2200	Prepare for shift change
2215	Head count
	Lights out
	Shift pod control to Master Control
2230	Off duty

**NON-SCHEDULED DUTIES**

1. Operate pod controls as necessary.

2. Maintain communication with Floor Officer and Master Control officer to ensure smooth operation of the facility.
3. Monitor the housing units and activity rooms (when occupied).
4. Give commands over the intercom to inmates in the housing units as required (headcounts, meals, medications, etc).
5. Report to the shift supervisor as required.
6. Clean/maintain area and equipment as needed.

**Signatures:**

\_\_\_\_\_  
**Sheriff**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Jail Administrator**

\_\_\_\_\_  
**Date**

I, \_\_\_\_\_, hereby acknowledge receiving a copy of the duties and responsibilities required by this post (Minimum Control). I understand the duties, procedures and responsibilities set forth by this post.

\_\_\_\_\_  
**Officer's Signature**

\_\_\_\_\_  
**Date & Time**